


**MISSISSIPPI DEPARTMENT OF HUMAN SERVICES  
DIVISION OF YOUTH SERVICES**

<b>Subject:</b> <b>Reporting or Documenting Employee Incident</b>	<b>Policy Number:</b> <b>5</b>
<b>Number of Pages:</b> <b>2</b>	<b>Section:</b> <b>XIV</b>
<b>Attachments:</b> <b>A. Serious Incident Report</b>	<b>Related Standards &amp; References:</b>
<b>Effective Date:</b> <b>June 1, 2012</b> <b>Revised June 15, 2019</b>	<b>Approved:</b>  <b>James Maccarone, Director</b>

### **I. POLICY**

It is the policy of the Mississippi Department of Human Services, Division of Youth Services that all serious incidents involving staff, youth under the purview of the court, or the public shall be documented on a Serious Incident Report. Types of incidents that should be reported on a Serious Incident Report include, but are not limited to, the types of incidents specified on the report form. Anything that would result in media coverage or that will be brought to the attention of the State office should be included. The Serious Incident Report shall be submitted to an employee's Regional Director within 24 hours of being notified of the incident, at the latest.

### **II. DEFINITIONS**

As used in this policy and procedure, the following definition applies:

Incident: An occurrence or event that interrupts normal procedures, or precipitates a crisis involving an employee or youth.

### **III. PROCEDURE**

- A. Once a serious incident occurs for, which an employee is made aware, the Division of Youth Services, Community Services Section employee is responsible for immediately contacting their Regional Director or immediate supervisor.
- B. The employee is then responsible for completing a Serious Incident Report (SIR) form.
- C. The Serious Incident Report form shall be completed and forwarded to the employee's Regional Director or immediate supervisor.

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D. The Regional Director is responsible for forwarding the report immediately to the Community Services Director.